

- F. Review and approve, approve with conditions, or deny applications for construction plan approval;
- G. Maintain the Town’s technical development and design standards, including those mandated by applicable state and federal agencies, and periodically update the Town Council if those agencies mandate revised standards which will have a significant impact the Town; and
- H. Inspect public improvements and recommend appropriate action.

1.16 Technical Review Committee

A Technical Review Committee (“TRC”) is hereby created. The TRC shall include representatives from the following Town departments including but not limited to the Planning, Administration, Fire, Rescue Squad, Police, Public Works, and Parks & Recreation Departments, and also may include, for a specific development approval application, representatives of other Town departments, school districts, public and private utilities, assessment or public improvement districts, and County, state or federal agencies as determined by the Town Manager. The duties of the TRC shall include the following:

- A. The TRC shall serve as a review and recommending body, assisting the Zoning Administrator, the Town Council, the Planning Commission, the Board of Zoning Appeals and all other appointed boards, committees and Commissions as directed by the Town Council.
- B. The TRC shall provide advice and recommendations on environmental, planning, fiscal, design, engineering, transportation, utility, geo-hydrological, water availability, sustainability, environmental and technical issues, and to assess the comments and reports of reviewing Town departments, regional, state and federal agencies and officials and Applicants.
- C. The TRC shall analyze applications and submittals for development approval, adoption and amendment of the UDO, the CIP, the zoning map, the Comprehensive Plan, or any area or neighborhood plan as specified by the Zoning Administrator and the UDO.
- D. The purpose of the TRC is to provide a coordinated Staff report to the recommending and/or deciding bodies. The Zoning Administrator is responsible for scheduling meetings, obtaining input from TRC members and coordinating recommendations on an as-needed basis. The TRC is not required to meet on a regular basis or to convene in order to review development applications as a group.

1.17 Architectural Review Board

1.17.1 Creation

For the general purposes of this UDO and specifically to preserve and protect historic places and areas in the historic districts through the control of demolition and relocation of such places and through the regulation of architectural design and uses of buildings, structures, sites and objects in such areas, there is hereby created a board to be known as the Architectural Review Board to be composed of five voting members. The members of the Architectural Review Board shall be appointed by the majority vote of the Town Council.

1.17.2 Responsibilities

In accomplishing the objectives of this UDO the Board shall serve to:

- A. Administer the provisions of this UDO.
- B. Preserve and to protect buildings and structures within the defined Historic Districts through the review and regulatory processes stated in this UDO and provided by Code of Virginia, § 15.2-2306, as amended.

- C. Review and approve or deny all applications for certificates of appropriateness in the historic districts. Decisions of the Board are binding upon Applicants, unless and until said decisions are overturned on appeal.
- D. Create, and review annually, the Strasburg Historic District Design Guidelines. The Board shall create and review on an annual basis a set of design guidelines which shall apply to all existing and proposed buildings and structures covered by the scope of this UDO. The guidelines shall be recommended by the ARB and adopted by resolution of the Town Council. Subsequent modifications to the guidelines shall also be approved by the Town Council. It is the further intention that these guidelines be provided to the public to offer good practice recommendations and advice for the treatment of all of Strasburg's old and historic buildings.
- E. Create and to maintain a portfolio of historic interest for each property within the historic districts designated by the Strasburg Town Council. This portfolio will be modeled from the template provided by the Virginia Department of Historic Resources, and made available to the public in an electronic format.
- F. Be informed of and share with property owners all available local, state, and national credits and renovation aids.
- G. Provide advice on historic preservation issues as requested by the Town Council or staff.
- H. Recommend areas for designation as Historic Districts or landmarks, and additions or deletions to districts.
- I. Disseminate information within the locality on historic preservation issues and concerns, and receive and act on public comment.
- J. Advise owners of historic properties on issues of preservation, as requested.
- K. Seek out funds to forward the purposes of this UDO, and to make recommendations to the Town Council regarding the use of the funds.
- L. Review and make recommendations regarding historic preservation on applications for rezoning, special use permit, site development, subdivision, and variance in and around the historic districts, as requested by the Town staff or Council.
- M. Carry out other duties as requested by the Town Council.

1.17.3 Authority

The Board shall have the authority to:

- A. Obtain the services of qualified consultants to advise and assist it within the limits of available appropriations.
- B. Request and receive any appropriate information, cooperation, assistance, or studies from other Town agencies, subject to the approval of the Town Manager.

1.17.4 Terms

ARB members shall be appointed for four-year terms with a right of reappointment at the pleasure of the Town Council. Vacancies on the Board shall be filled within 60 days in the same manner as members are appointed.

1.17.5 Removal

Any member of the ARB may be removed from office by majority vote of the Town Council for neglect of duty or malfeasance. All members are expected to attend scheduled meetings on a regular basis. Failure to attend a minimum of 50% of all scheduled meetings over a six-month period, not including absences excused by the Board chair, shall constitute a resignation that shall be acted upon by a majority vote of the Town Council.

1.17.6 Qualifications

All members of the ARB shall be Town residents and shall have a demonstrated interest, competence, or knowledge in historic preservation. One member may be selected among the membership of the Planning Commission. The members shall include a minimum of one person qualified in architecture or architectural history. Should no qualified Strasburg resident be available to serve in this capacity, applications from outside the Town shall be accepted to fill this post. At least one person shall hold a demonstrated knowledge of Strasburg's historic homes and neighborhoods.

1.17.7 Officers

The ARB shall elect from its membership a chairman and vice-chairman who shall serve annual terms and may succeed themselves; however, a rotation of officers is encouraged. The Zoning Administrator and Clerk of Council shall serve as administrative staff to the ARB and maintain all records, minutes, and files relating to the ARB meeting.

1.17.8 Meeting Procedure

The chairman shall conduct the meetings of the ARB. In the absence of the chairman, the vice-chairman shall preside. Minutes of the meetings and permanent records of all resolutions, transactions, and determinations shall be kept, and shall be made available to the Town Council. All members of the ARB shall be entitled to vote, and the decisions of the ARB shall be determined by a majority of those members present and voting. A quorum is defined as a majority of the appointed membership.

1.17.9 Rules of Procedure

In matters covering procedures not included in this UDO, the Board will establish its own by-laws, subject to legal review and approval by the Town Council.

1.17.10 Public Meetings

The ARB shall have regularly scheduled monthly meetings. The chairman or the vice-chairman, in the chairman's absence, may call special meetings, as may be necessary, after notifying the Zoning Administrator. Meetings of the ARB shall be publicly announced, in accordance with any legal requirement, and shall be open to the public.

1.17.11 Annual Report by Board

The ARB shall submit an annual report of its activities for review by the Town Council at their regular meeting each January.

1.18 Planning Commission**1.18.1 Appointment; composition; compensation; removal; term; conflicts**

- A. Pursuant to state law, a Planning Commission for the Town is hereby created.
- B. The Planning Commission shall be composed of seven members, who shall be appointed by the Town Council, all of whom shall be Town residents and qualified by knowledge and experience to make decisions on questions of community growth and development, provided that at least one-half of the members shall be owners of real property. One member of the Planning Commission may be a member of the Town Council, and one member may be a member of the administrative branch of Town government. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed unless the Town Council, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the Planning Commission shall serve for staggered terms of four years each.
- C. All members of the Planning Commission shall serve as such without compensation, unless the Town Council provides for compensation to the members for their services or reimbursement for actual expenses incurred or both, pursuant to the last paragraph of Code of Virginia, § 15.2-2212.